



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**STAFF SERVICES ANALYST or
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
\$2,817-\$4,446 (SSA) or \$4,400-\$5,348 (AGPA)
LICENSING BACKGROUND BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general supervision of the Bureau Chief of the Licensing Background Bureau, the incumbent performs investigative analysis and background screening on insurance agents, brokers, license applicants and other licensees and applicants. This includes, but is not limited to: gathering and analyzing criminal histories, regulatory actions, or other disciplinary matters on pending license applicants; tracking information on existing licensees who have subsequent criminal arrest and convictions, or other adverse records that would warrant disciplinary action; communicating both verbally and in writing with license applicants, licensees, insurance company executives and/or their attorneys; and special projects related to licensing background issues.

DESIRABLE QUALIFICATIONS:

Candidates should possess experience in the performance of analytical assignments, have strong verbal and written communication skills, have good interpersonal skills, be able to work both independently and as a team player, be flexible and willing to perform a variety of assignments, have experience working with an automated database system, and have experience with software applications such as Microsoft Word, Excel, Access, and PowerPoint.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst or Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

Please indicate "AGPA 413-146-5393-008" or "SSA 413-146-5157-XXX" on the State application.

For additional information, please contact (916) 492-3351 or email Tina.Brown@insurance.ca.gov

12/14/12 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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FINAL FILING DATE: December 14, 2012 – Close of Business (5:00 p.m.)

NOTE: Interested individuals must submit applications in order to be considered for this position.

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